

Interior Designer



Reports to

The Interior Designer will report to the Interior Design Manager

Job Overview

The primary role of the **Interior Designer** is to ensure that all drawings and necessary supporting documents are executed in a timely and efficient manner while maintaining the integrity of the design. Reporting to the Interior Design Manager, the **Interior Designer** is accountable for ensuring the project technical work and correspondence is performed efficiently and accurately.

Responsibilities and Duties

- Portray a positive attitude and be a team player
- Be personally available to clients to communicate and identify their needs and address their questions or concerns in a timely manner
- Manage a variety of complex projects simultaneously
- Create detailed AutoCad drawings for plans, elevations, sections, details
- Prepare material schemes consistent with the Concept
- Prepare fixture packages complete with pricing
- Collaborate with colleagues and clients with humor, tolerance and a service-oriented attitude
- Update team members about design changes that may impact scope of work, budget or timeline
- Relay messages to other team members in writing
- Accommodate clients needs to meet in evenings if necessary
- Update the Interior Design Manager in writing when project milestones are complete
- Ability to grasp new concepts quickly by being an analytical thinker
- Assist in maintaining a clean and organized office environment
- Maintain high service values that positively enhance the SGDI image
- Contribute to the implementation of systems to improve our efficiency and service levels
- Maintain sections of the Design Library
- Perform additional duties as assigned by the Interior Design Manager

Physical Requirements

- Occasional travel to job sites as required
- Must be able to safely lift and carry samples weighing thirty pounds

- Must be comfortable climbing ladders
- Must be able to stand/walk for extended periods of time
- Must be able to sit for extended periods of time
- Ability to look at a computer screen for extended periods of time
- Ability to maintain a composed and professional demeanor at all times

Qualifications

- Working knowledge of Microsoft Word, Excel and Outlook
- Advanced Auto CAD skills
- Excellent interpersonal service skills; effective communication with clients, co-workers, vendors, sub trades and contractors in person, on the phone and in writing
- Comfortable with team-based work structure, and when needed, the ability to work independently
- Demonstrated flexibility on the job; ability to adapt quickly and react positively to business needs and changes in strategies
- Strong visual, verbal and written communication skills
- Strong organizational and inter-personal skills
- Ability to support diverse objectives
- Valid BC Drivers license
- Use of vehicle – with company supplied decal - as required

Employee Conduct

It is the responsibility of every employee to contribute to a positive work environment through cooperative and professional interactions with co-workers, clients, contractors, sub trades, suppliers and vendors